The Review Meeting will be held at Zoom on June 5, 2022 at 15:00

**Attending members:**

* Nguyen Hoang Luan
* Cao Nhat Duc
* Huynh Ngoc Son
* Nguyen Dang Manh Tu
* Doan Huu Loc

**Meeting content:**

* Re-evaluate the team's work process through the last Sprint 1.
* Outlining the advantages, disadvantages and solutions to improve the working process as well as the team's results.

**Meeting results:**

* Advantages:
  + All members do their assigned tasks and complete them on time.
  + Good use of tools to support teamwork:: Trello, GG Drive, GG Docs, Slack
  + The cooperation between the members is done relatively effectively
* Wrongs:
  + Leader has not really focused on the upcoming work of the group to do.
  + The leader does not clearly define the specific work and has not described exactly what the content of the work assigned to the members is.
* Solutions to improve work (next sprint):
  + Leader will have to spend a lot of time on the next PA.
  + List the tasks that need to be done for the members in a specific and detailed way.
  + Try to split the work for each city. Avoid the case of one job but two members doing it like the last sprint 1.
  + Take advantage of the work in 1 sprint 3 days before the specified date. That will help team members avoid pressure and achieve high work results.

**Meeting review:**

* Leader honestly admitted his mistake and gave a way to deal with his situation.
* Members attend meetings on time.
* At the end of a sprint, the interaction between members increases.